

# Section 1

## Processing SF-52s

### Proponent: West CPOC

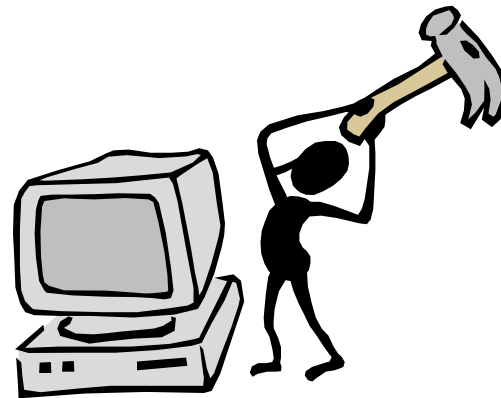
Sub-  
Section  
N/A

Topic

PERSACT Actions

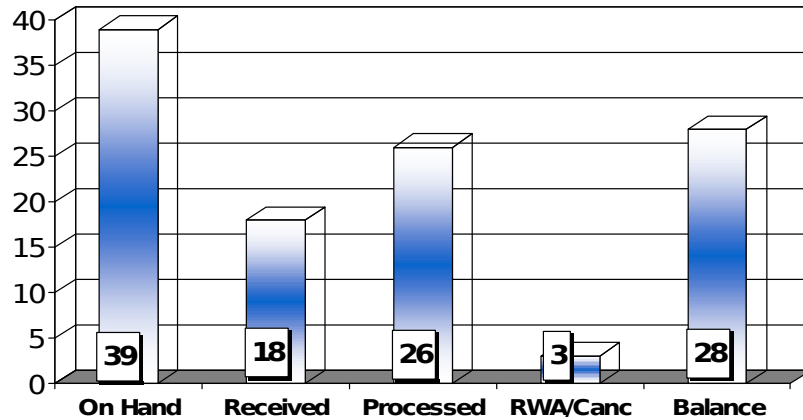
Remarks

Depicts total numbers of all personnel actions processed through CPACs and CPOC using PERSACT.

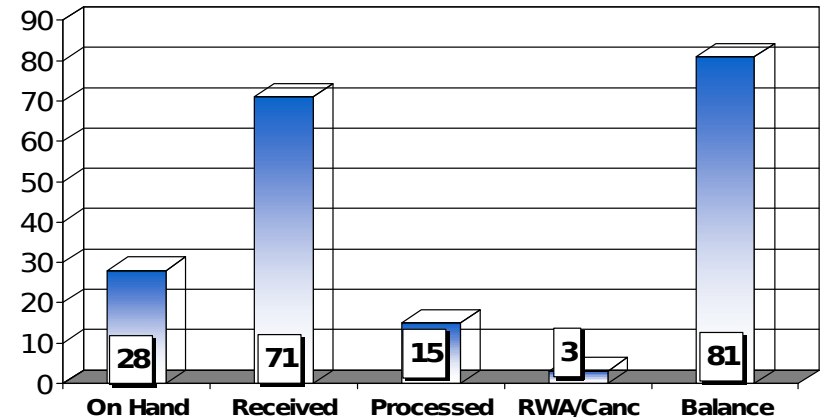


**TOPIC:****PERSACT Actions - Dugway Proving Ground****3RD QTR-FY99****PROPONENT:** WCPOC

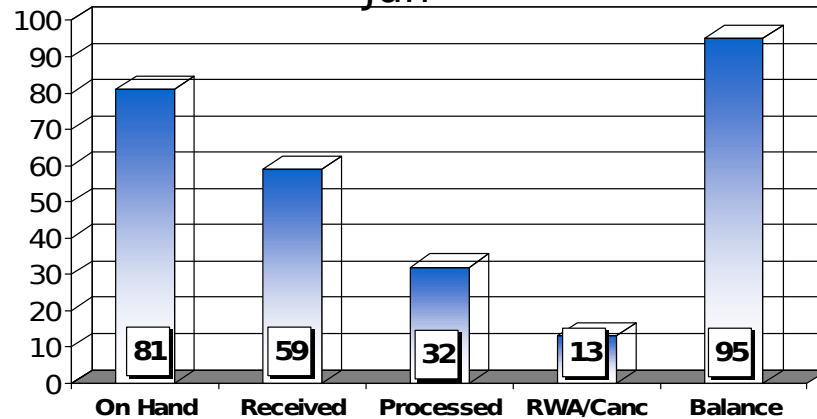
Apr



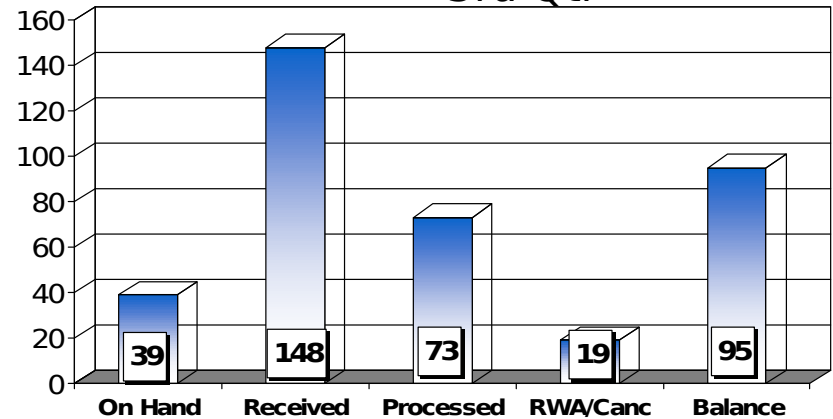
May



Jun



3rd Qtr



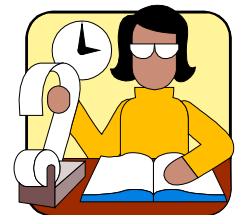
**ANALYSIS:** The number of actions received this quarter doubled over last quarter, primarily due to summer hire fill actions which will be completed and closed early next quarter

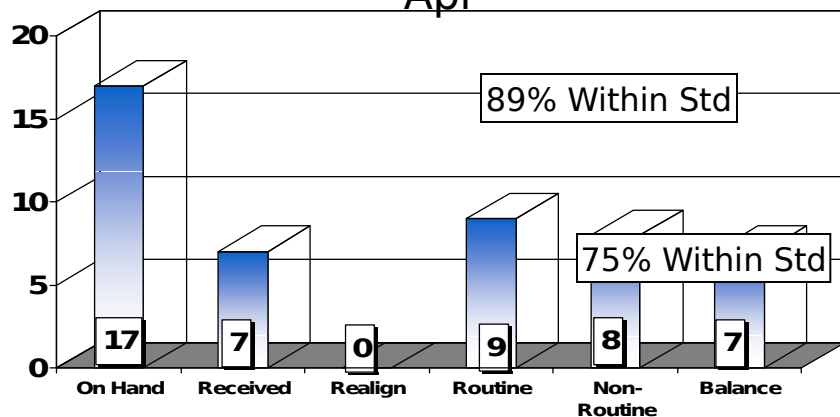
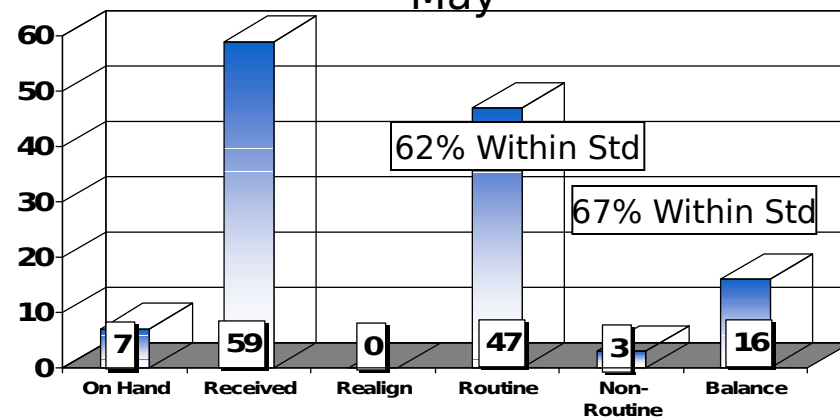
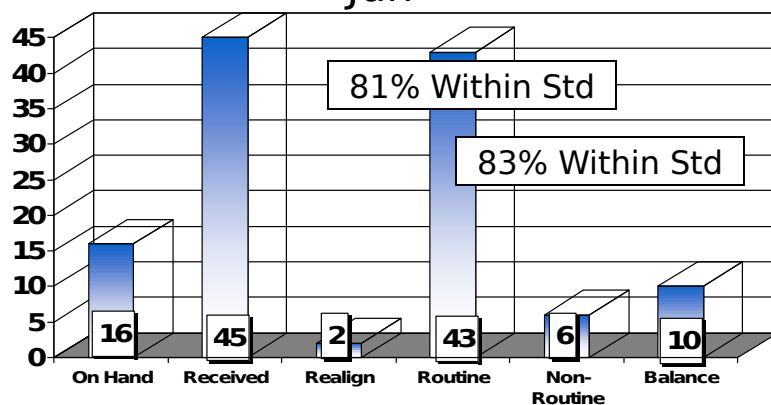
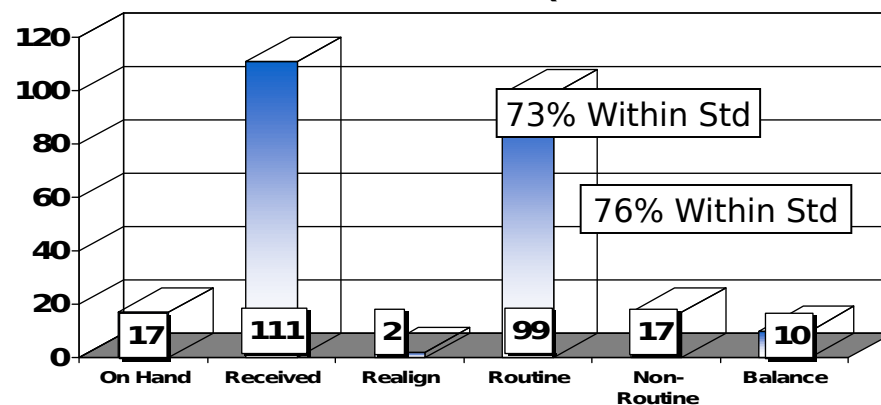
# SECTION 2

## Classifying Jobs

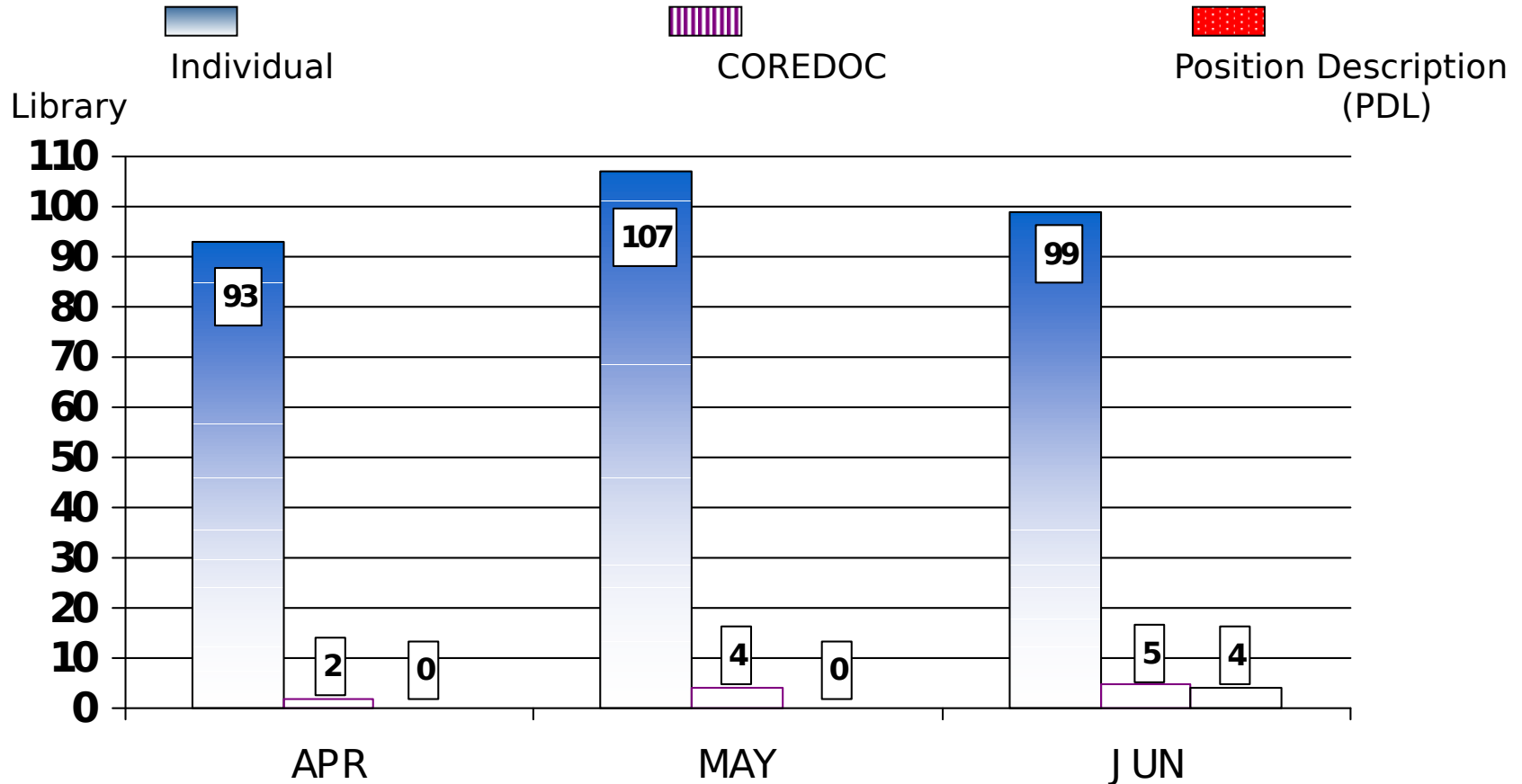
Proponent: WCPOC, Classification Division

Sub-Section	Topic	Remarks
A	Classification Actions Processed	Demonstrates volume and timeliness of personnel actions requiring handling by a position classifier. Routine actions are those which require only a cursory review in the Division. Nonroutine actions require the classifier to do a job analysis or advisory.
B	New Position Descriptions	Indicates usage of Army tools for classification.
C	1999 Trends	Provides analysis of volume and timeliness of work for the FY to date.



**TOPIC:****Classification Actions Processed - Dugway Proving Ground****3RD QTR-FY99****PROPOSER/STANDARD:****WCPOC-**  
Routine, 4 Days from Date Received in CD  
Non-Routine, 30 Days from Date Received in CD**ASSESSMENT:****Routine: Red**  
**Non-Routine: Am****Apr****May****Jun****3rd Qtr****ANALYSIS:**

Volume increases were accompanied by declines in performance from "green" to "red" and "yellow". The drop was due primarily to poor performance in May when both the primary specialist and the backup went on leave and actions were sent to FASCLASS. Focus on aging non-routine actions over 20 days by cross leveling, and "get the routines out of the queue" should improve performance in the next quarter.

**TOPIC:****New Position Descriptions****3RD QTR-FY99****PROPONENTWCPOC-  
CD**

**ANALYSIS:** COREDOC and PDL are seldom used. The number of new job descriptions established continues a quarterly upward trend (45% increase over the previous quarter). The addition of two activities this quarter contributed only 7% to that increase. There is some early indication that FASCLASS will have more of an impact assisting managers in creating new job descriptions than either COREDOC or PDL, as eventually managers will have access to not only every job in the West Region but jobs in the other Army regions as well.

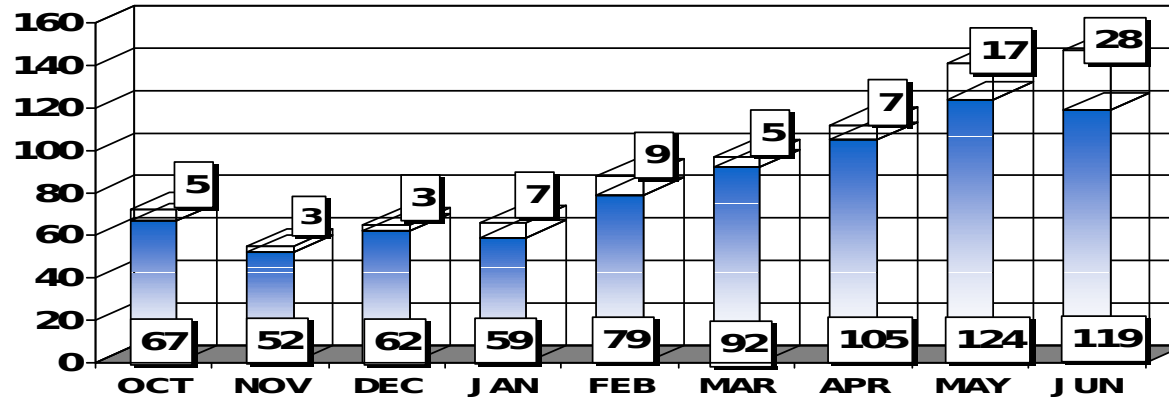




**TOPIC:****Trends - Classification Actions Processed****3RD QTR-FY99****PROPOSER/PROPOSAL:**

Routine, 4 Days from Date Received in CD

**STANDARD:**

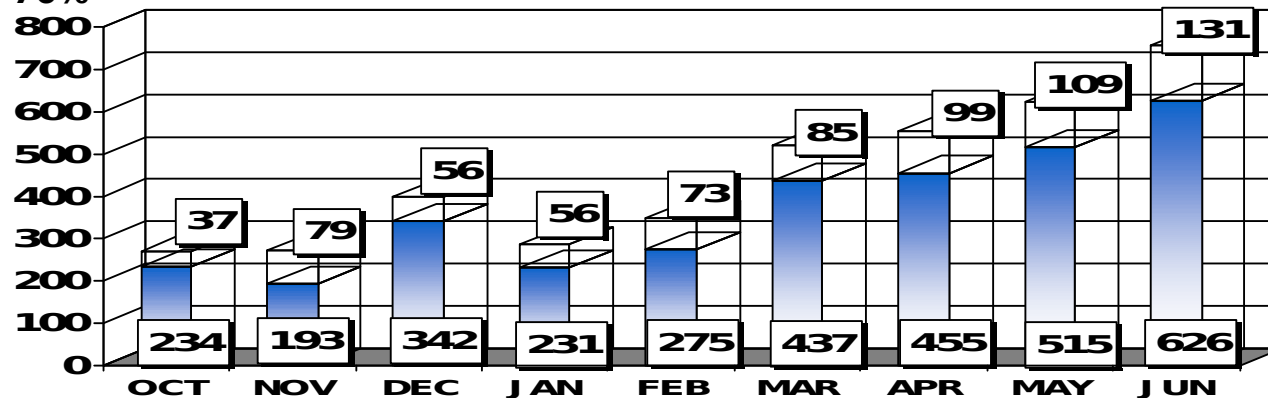
Non-Routine, 30 Days from Date Received in CD

**ASSESSMENT: Routine - Amber****Non-Routine - Amber****NON-ROUTINE**

 In Standard  
 Not in Standard

In Standard  
86% 76%

93% 95% 95% 89% 90% 95% 93%

**ROUTINE**

In Standard  
79% 79%

86% 71% 86% 80% 79% 84% 78%

**ANALYSIS:**

Non-routine actions have shown a steady decline since March, which roughly approximates the beginning of the FASCLASS project. FASCLASS has also impacted routine performance - in all but one month since FASCLASS started. The total number of routine and non-routine actions processed increased by 66% over the previous quarter. The focus on routine actions by the "get the routines out day" should help in the next quarter, as should the cross leveling of non-routine actions of over 20 days.



**TOPIC:****Average Days to Process Classification Actions - All Serviced****3RD QTR-FY99****PROPONENT:** WCPOC-

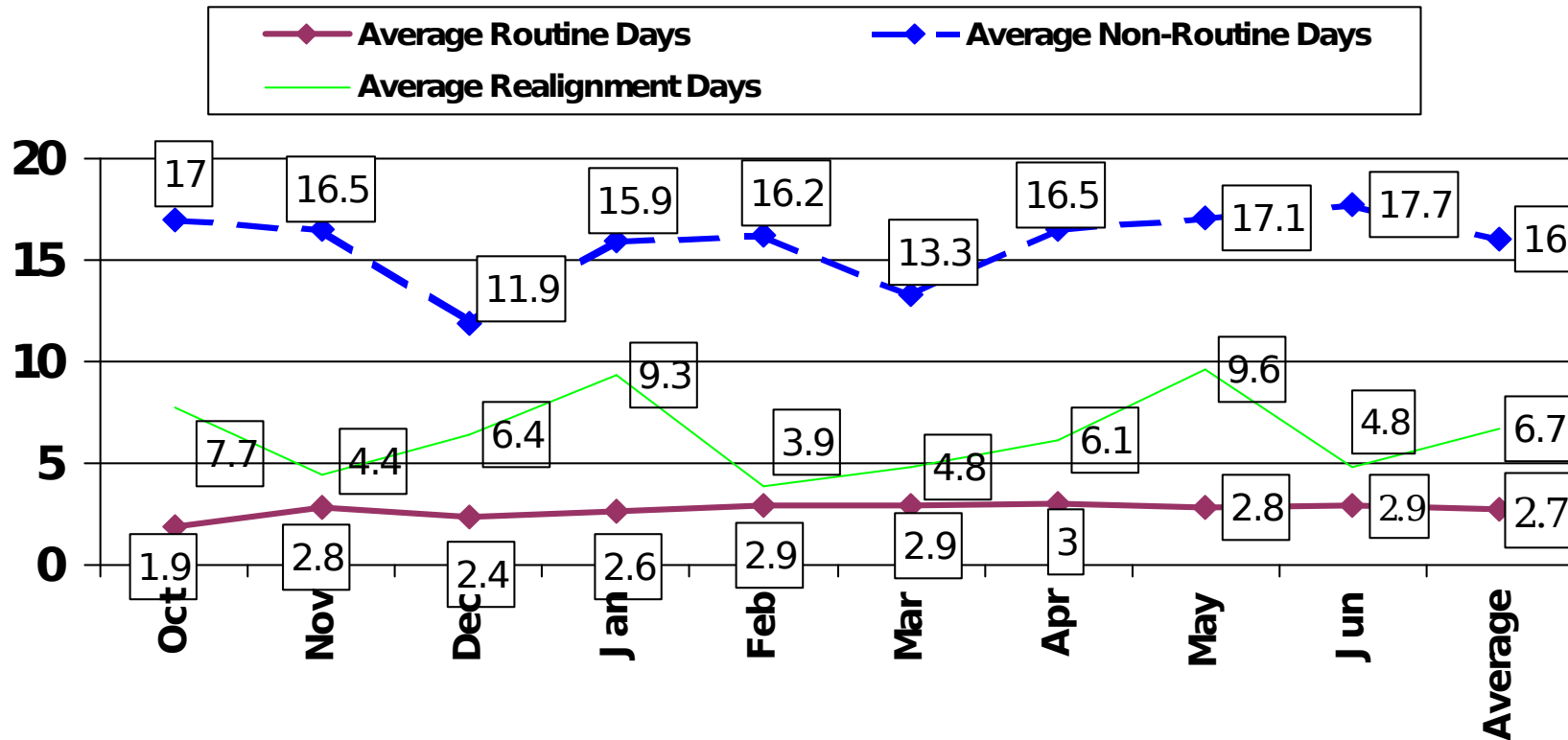
Routine, 4 Days from Date Received in CD

**STANDARD:**

Non-Routine, 30 Days from Date Received in CD

**ASSESSMENT:** Non-Routine - Green

Routine - Green



**ANALYSIS:** Routine actions are within standard; the overall increase from the previous quarter is due in part to diversion of resources to the FASCLASS project. Non-routine actions have been increasing but continue to be within standard. The average time for processing these actions below standard is due to a significant portion of routine actions being processed in a day or less, and non-routine actions being processed in less than 10 days. The SOP to address processing of realignments has been issued and should help stabilize the up and down performance of realignments over the year.



**SECTION 3**  
**Filling Jobs**  
**Proponent: WCPOC, Staffing Services Division**

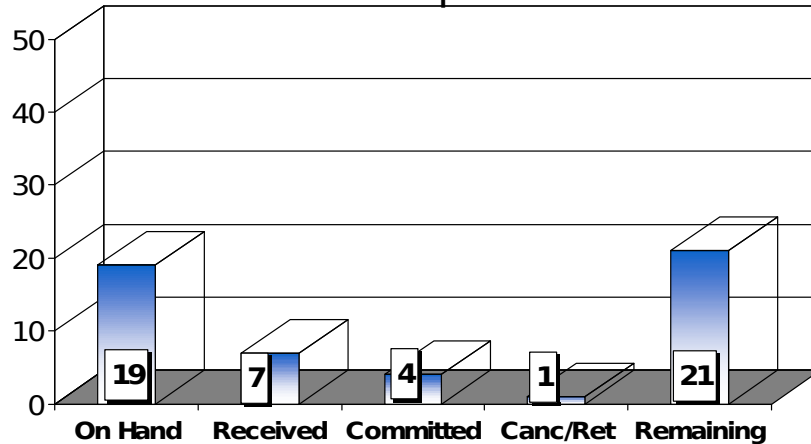
<b><u>Sub-Section</u></b>	<b><u>Topic</u></b>	<b><u>Remarks</u></b>
A	Recruitment Activity – Jobs Filled	It illustrates how many jobs are being filled and the status of actions on hand at the end of the quarter.
B	Referral Lists Issued	Shows volume and timeliness of referral lists issued – on the basis of days to issue the list from the time the action is received in this Division. This includes both open and closed actions where referrals have been issued.
C	Resumes in Resumix Database	Depicts the number of resumes in the system from external and internal candidates.
D	Average Processing Time	Demonstrates the breakdown of time in the fill process-how actions flow through the various steps in the process. This presents data on actions closed (i.e., completed) during the quarter.
E	Management Feedback on Resumix	It illustrates management feedback on the Resumix process.



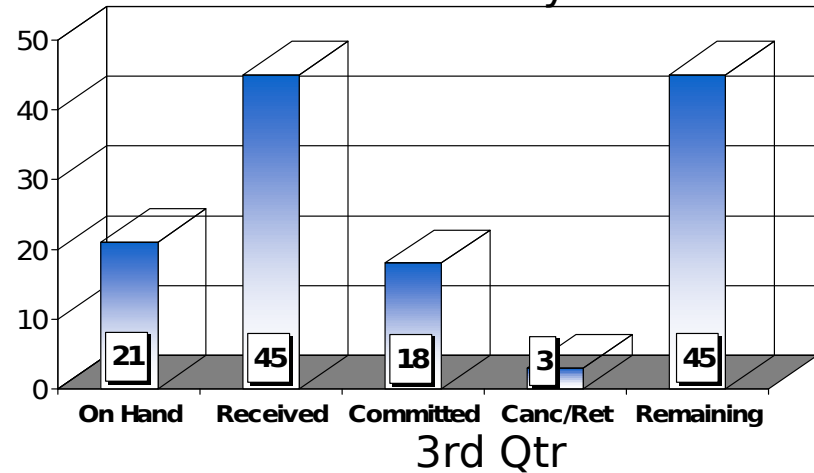
**TOPIC:** Recruitment Activity - Jobs Filled - Dugway Proving Ground **3RD QTR-  
FY99**

**PROPONENT:** WCPOC - SSD

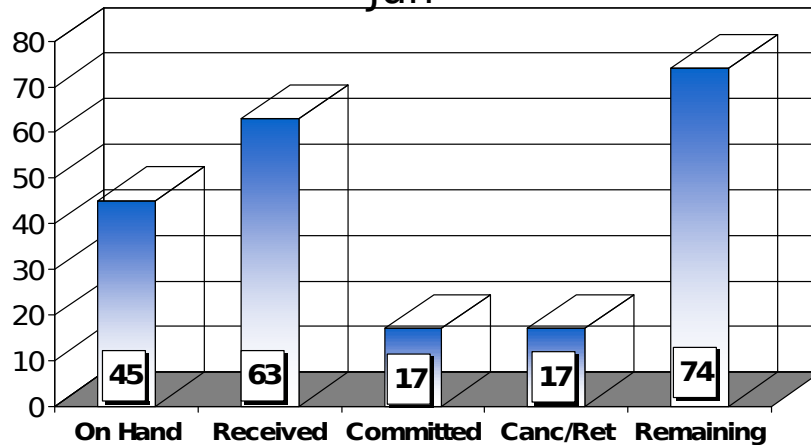
Apr



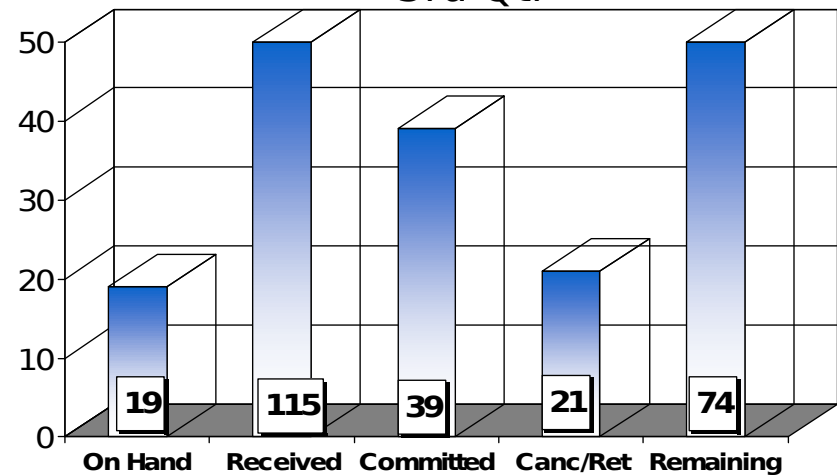
May



Jun

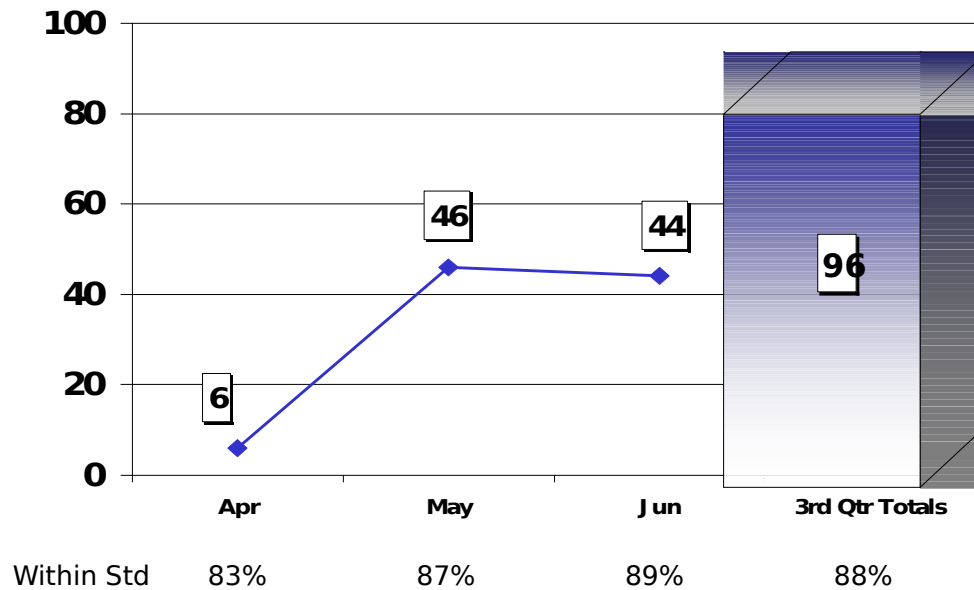


3rd Qtr



**ANALYSIS:**

During the quarter 39 positions were committed - 38 through competitive procedures and 1 through a non-competitive source. Of the 74 actions remaining at the end of the quarter, 52 have referrals issued and 22 are pending referral.

**TOPIC:****Referral Lists Issued - Dugway Proving Ground****3RD QTR-  
FY99****PROPONENT: WCPOC - SSD****STANDARD:** Resumix: 5 Calendar Days from Date Received in SSD  
DEU: 36 Calendar Days from Date Received in SSD**ASSESSMENT: Amber****Number of Referrals Issued****ANALYSIS:**

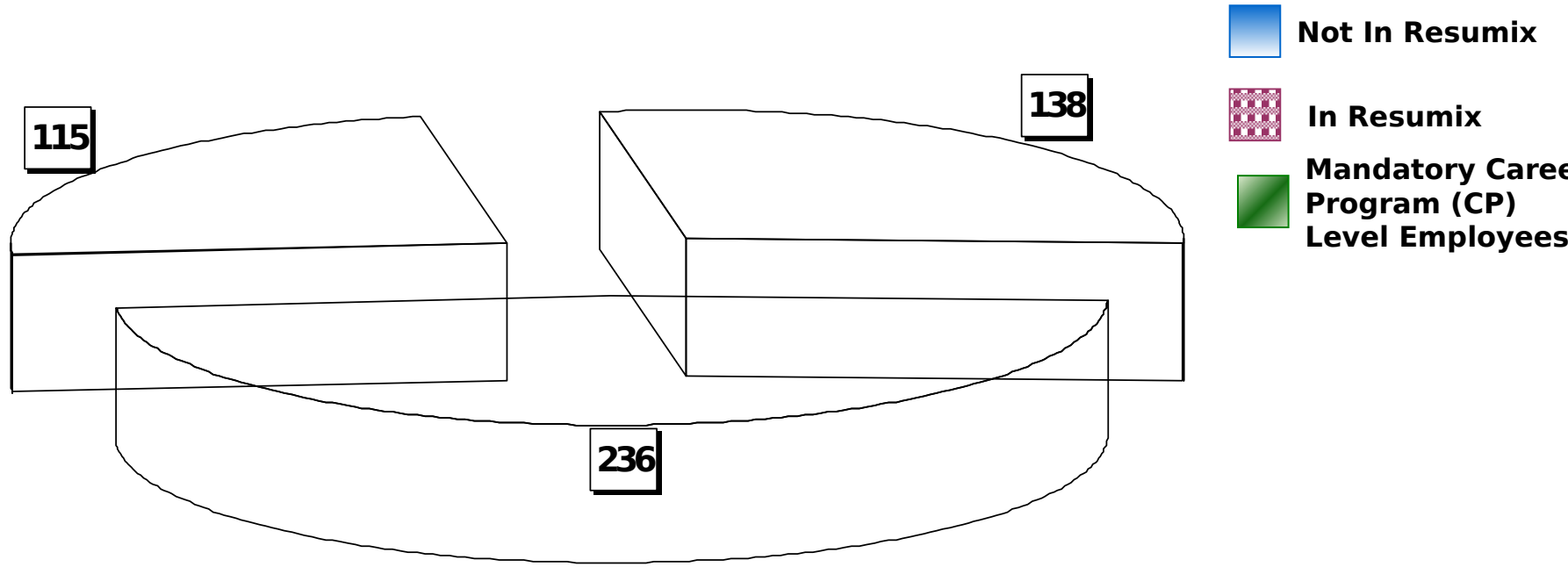
Referral timeliness has significantly improved from 52% last quarter to 88% this quarter. With the continued emphasis on quality control and production management, trend is expected to continue.



**TOPIC:**

Internal Resumes in Resumix Database - Dugway Proving Ground

3RD QTR-

**PROPONENT: WCPOC - SSD****FY99**

Total Population: 489

# in Resumix (excludes mandatory CP level employees): 138 (37%)

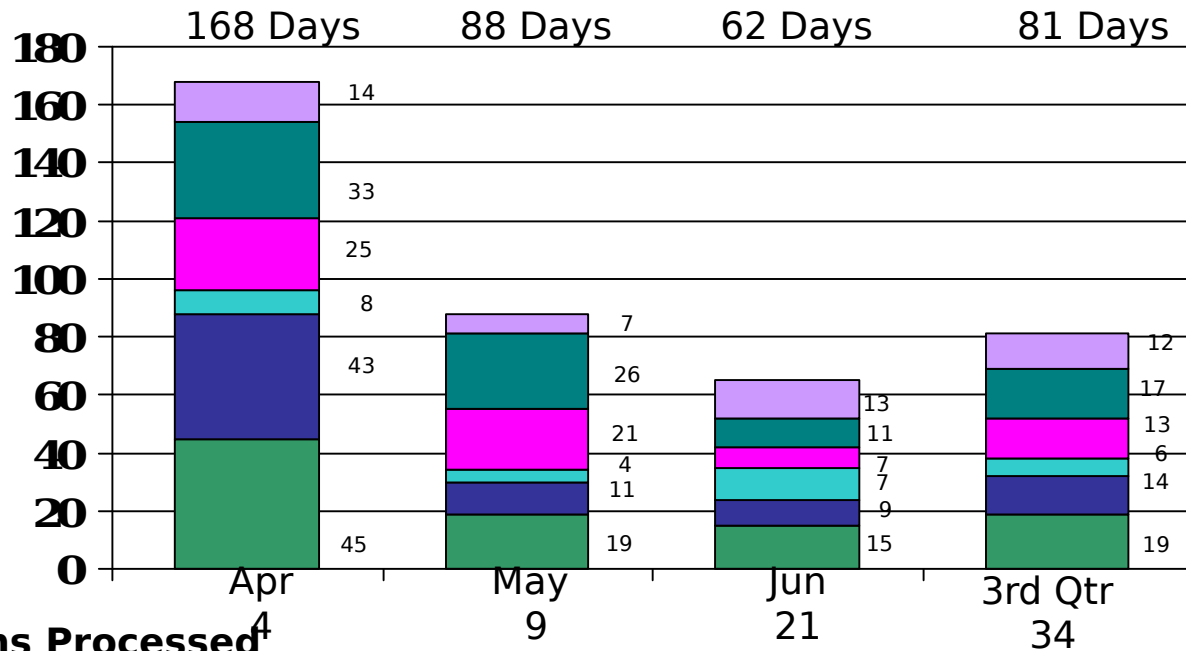
**ANALYSIS:** Thirty-seven percent of the current serviced population has submitted resumes to the Resumix database, only a slight improvement over last quarter. Management continues to encourage employees to submit their resumes in order to receive consideration for job openings.



# TOPIC: Avg Processing Time - Recruitment Actions - Dugway Proving Ground (From Initiation to Closure)

**3RD QTR-  
FY99**

**PROPONENT: West Region Partners**



## # of Actions Processed

- Avg. Days w/ Manager/RMO (Army standard: 3 days)
- Avg. Days w/ CPAC (Army standard: 3 days)
- Avg. Days w/ CPOC CD (Army standard: 4/30 days\*)

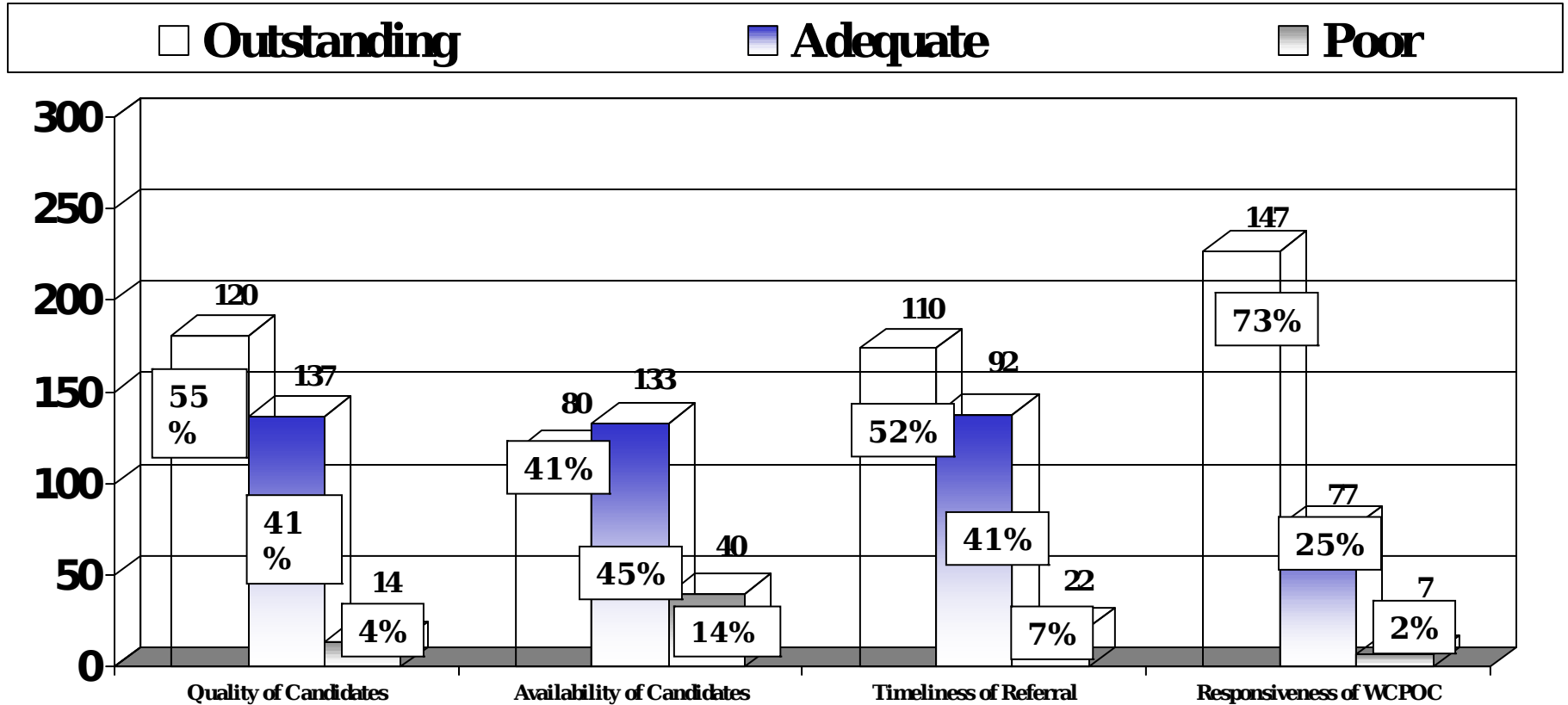
- Avg. Days w/ CPOC SSD to clear PPP, make non-competitive placement, and/or issue referral (Army standard: 5/36 days\*)
- Avg. Days w/ Manager for Selection (Army standard: 10 days)
- Avg. Days w/ CPAC to make job offer and establish EOD and CPOC SSD to process and close action.

**\*standard varies with type of action/referral**

**ANALYSIS:** Thirty-four actions were closed in the quarter in an average of 81 days from initiation by the manager to closure. The number of actions closed increased substantially (from 9 last quarter to 34 this quarter) while the average number of days decreased (from 89 last quarter to 81 this quarter).



<b>TOPIC:</b>	<b>Management Feedback on Resumix Referrals -</b>	<b>THRU END OF 3RD QTR- FY99</b>
<b>PROPONENT:</b>	<b>WCPOC - S&amp;B Serviced</b>	



**TOTAL Resumix REFERRAL LISTS ISSUED = 1744\*    TOTAL # FEEDBACK FORMS RETURNED = 449**

\*includes referrals for multiple grades

**ANALYSIS:** Selecting officials receive a feedback form with each referral list. Those returned indicate continued high level of satisfaction with Resumix referrals.

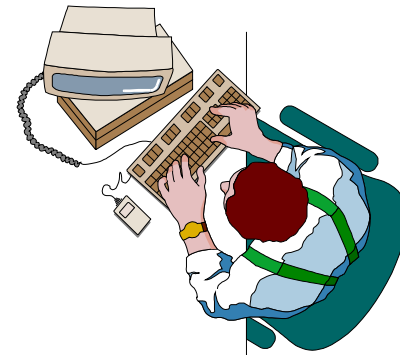


# SECTION 4

## Processing Personnel Actions

### Proponent: WCPOC, Staffing Services Division

Sub-Section	Topic	Remarks
A	Non-Recruitment Actions Processed	Illustrates processing timeliness and volume of personnel actions processed through PERSACT – to include such actions as resignations, retirements, name changes, and other non-competitive actions.
B	Awards Processed	Presents a picture of the volume and value of awards processed.



**TOPIC:** Non-Recruitment Actions Processed - Dugway Proving Ground

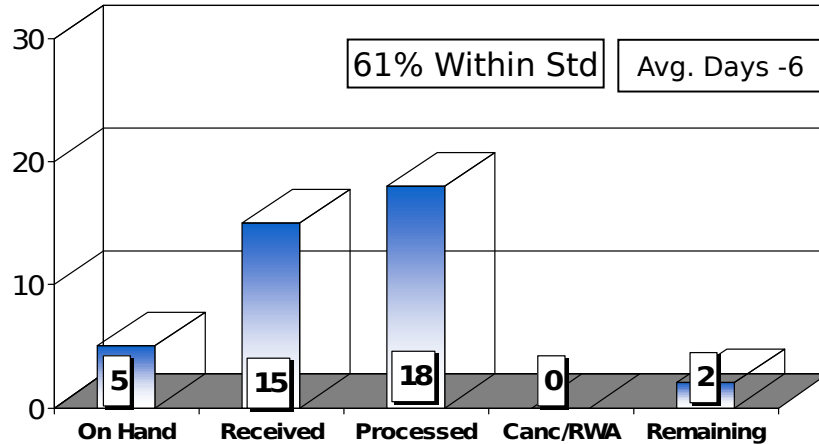
**PROPOSER:** WCPOC - SSD

**STANDARD:** 5 Calendar Days Avg. from Date Rec'd in SSD

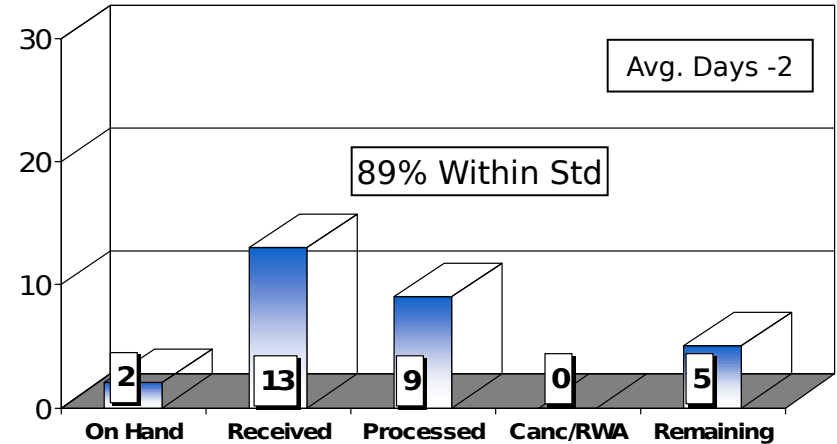
**3RD QTR-FY99**

**ASSESSMENT:** Red

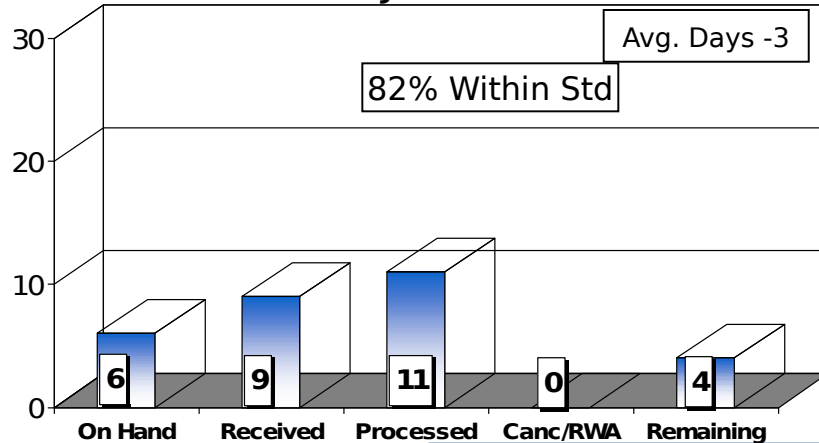
Apr



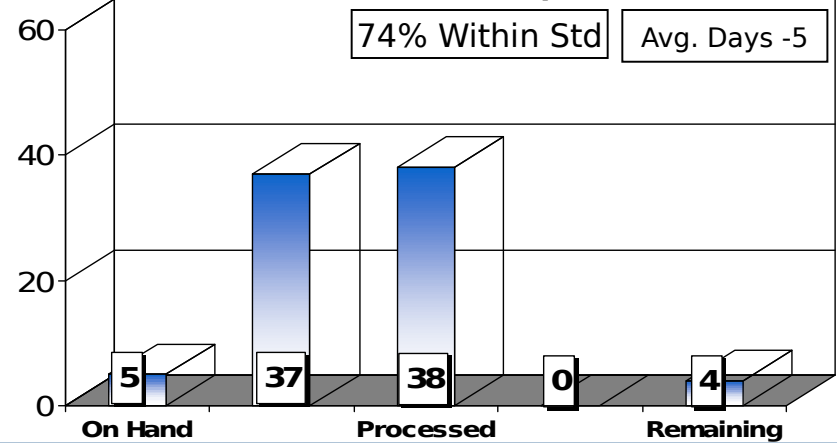
May



Jun

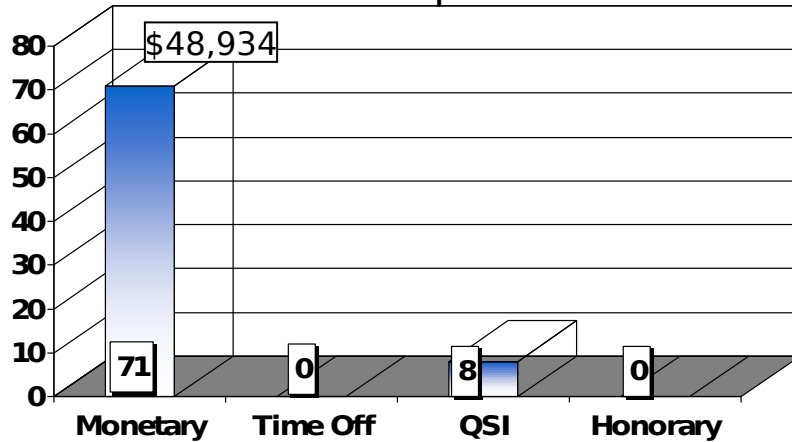
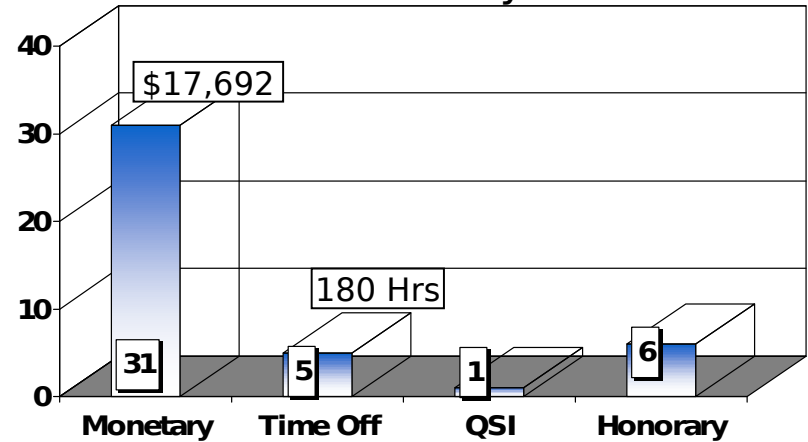
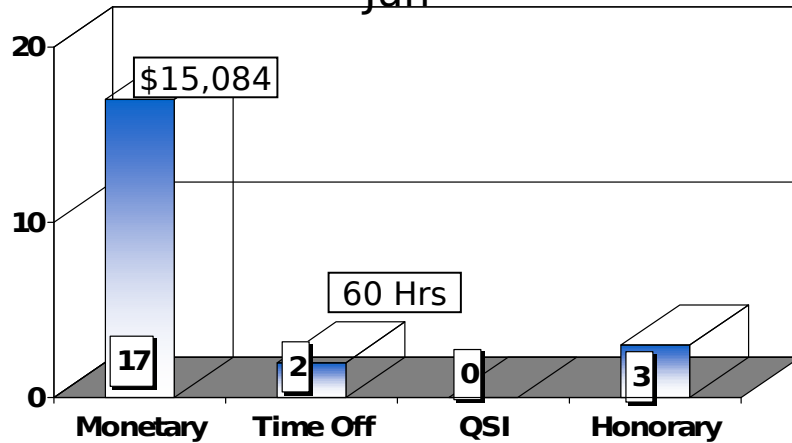
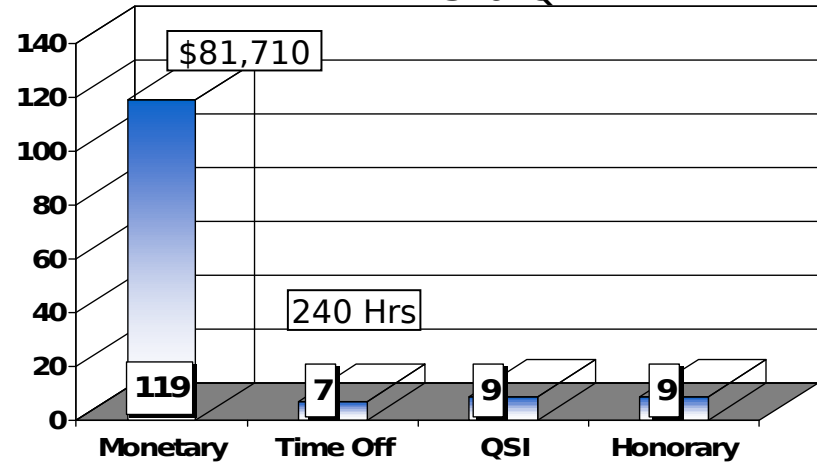


3rd Qtr



### ANALYSIS:

74% of non-recruitment actions were processed within standard, an increase from 63% last quarter. Continued improvement is expected through emphasis on workload management, personnel training, and quality control procedures.

**TOPIC:****Awards Processed - Dugway Proving Ground****3RD QTR-  
FY99****PROPONENT: WCPOC - SSD****Apr****May****Jun****3rd Qtr**

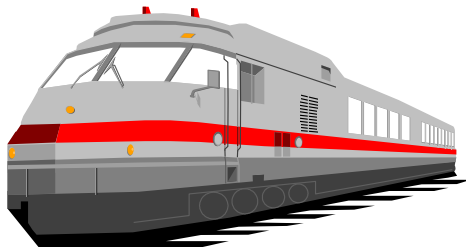


# Section 5

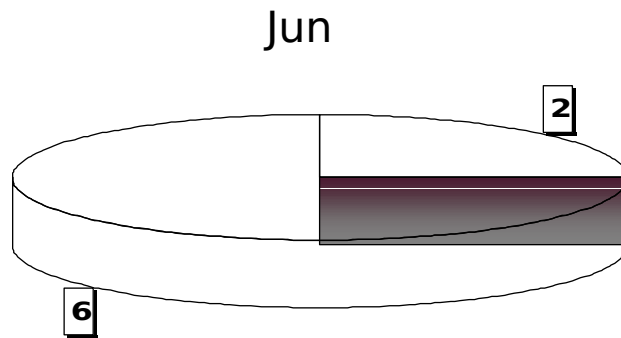
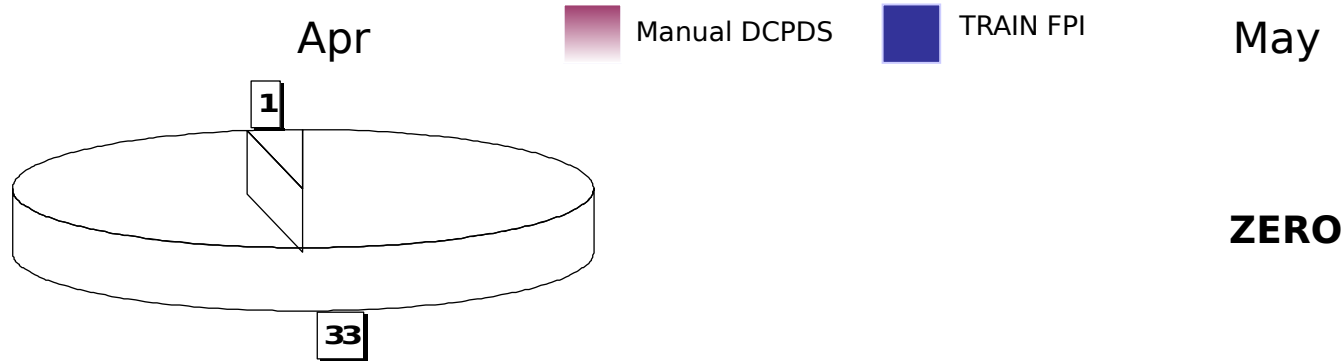
## Training and Developing Employees

Proponent: WCPOC, Human Resource Development Division

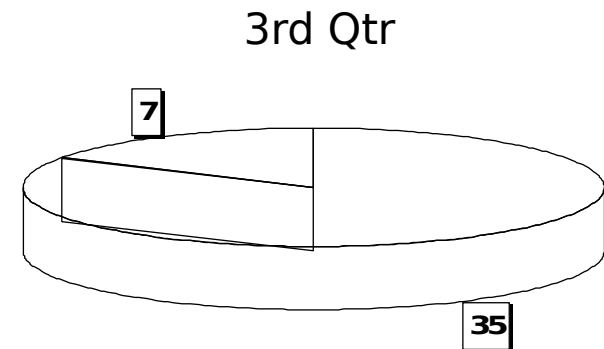
Sub-Section	Topic	Remarks
N/A	Training Requests Processed	Provides data regarding timeliness and volume of training request processing into the database. Also includes total employee hours spent in training and the dollars invested.



<b>TOPIC:</b> Training Requests Processed - Dugway Proving Ground		<b>3RD QTR-FY99</b>
<b>PROPONENT:</b> WCPOC - HRDD		<b>ASSESSMENT:</b> Green
<b>STANDARD:</b> 7 Calendar Days from Receipt		



**Training Investment: :**  
**\$40,966**  
**Training Hours: 1,306**



**ANALYSIS:** All training completions forwarded by the CPAC were processed within standard. On-site assistance with the TRAIN FPI was provided late in this quarter and increased use of the FPI is anticipated in the 4th quarter.



# SECTION 6

## Providing Information Services

Proponent: WCPOC, Information Services Division

Sub-  
Section

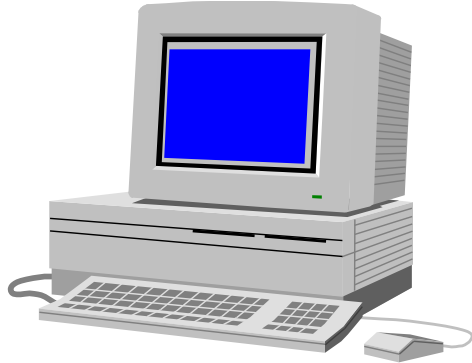
N/A

Topic

FPI Usage

Remarks

Provides data on Functional Process Improvement (FPI ) usage by managers in the region. The number of log-ins is the number of times that managers/resource managers entered the system. The number of accounts is the total accounts that have been built for managers or resource managers to use any of the FPI modules.

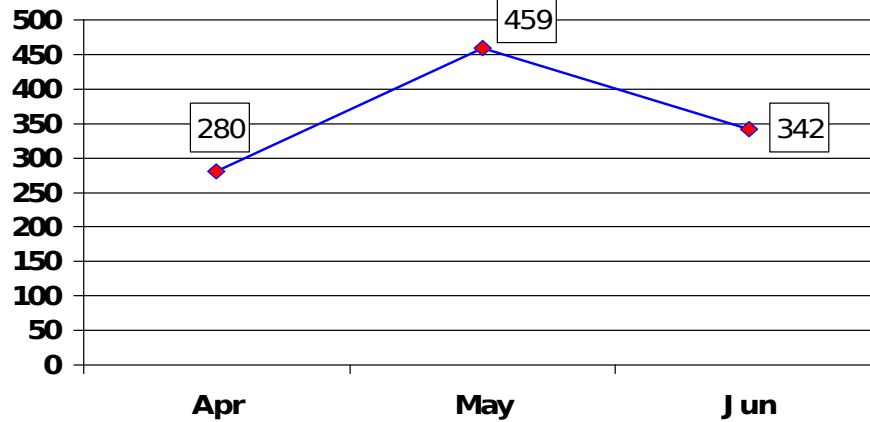


**TOPIC:** FPI Usage - Dugway Proving Ground

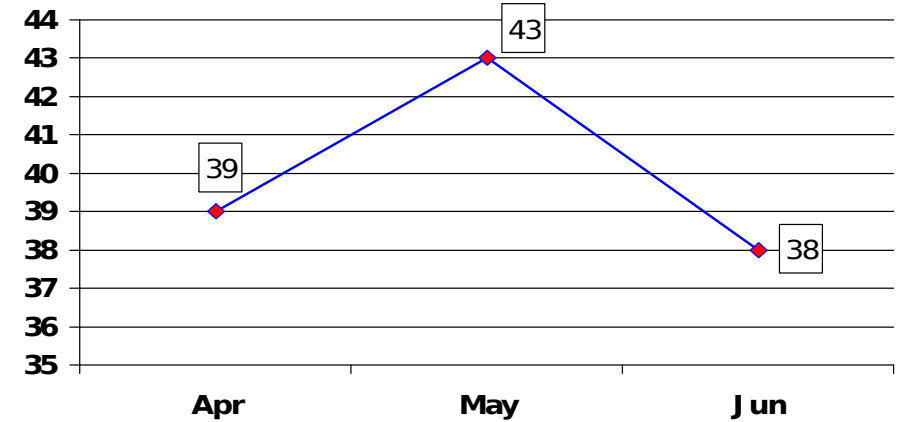
**3RD QTR-FY99**

**PROPONENT:** WCPOC-ISD

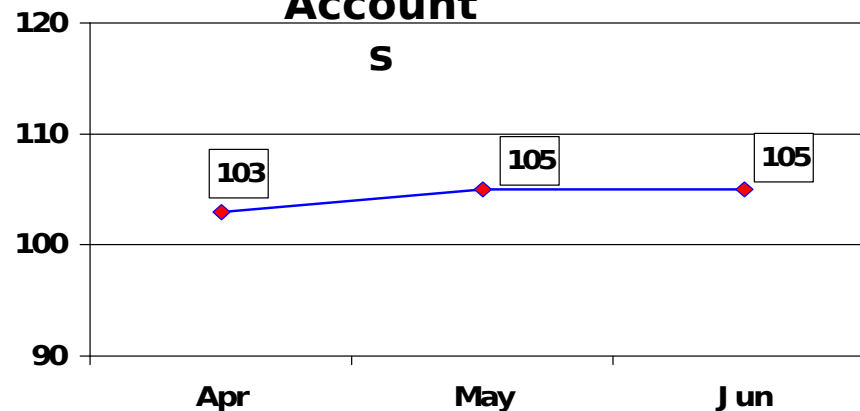
**Logins**



**Number of Managers that Logged In**



**Accounts**



**ANALYSIS:** The number of Managers using the FPIs increased slightly from about 33% last quarter to about 38% this quarter.

